




United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Boston, MA		2. POSITION NUMBER 00001844	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <i>GS-0800 series, 11/08</i>					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	<i>Environmental Engineer (or Scientist)</i>	GS	819	14	001
4. SUPERVISOR'S RECOMMENDATION	<i>Env. Eng/ Scientist</i>	GS	<i>819/1301</i>	<i>14</i>	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE <i>Neil Handler</i>		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e. Water Technical Unit		
b. Region I			f. US OPM JFS for Professional Work in the Engineering and Architecture Group, GS-0800, 11/2008		
c. Office of Environmental Stewardship			g.		
d. Enforcement			h. EPAYS Organization Code <i>90130710/ABCAXXXX</i>		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide. <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <i>Denny Dart, Manager Water Technical Unit</i>			d. Typed Name and Title of Second-Level Supervisor <i>Ken Moraff, Manager Enforcement</i>		
b. Signature 		c. Date <i>7/29/05</i>	e. Signature 		f. Date <i>7/29/05</i>
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:			b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		c. Functional Code <i>42</i>
d. Bargaining Unit Code <i>212</i>	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		f. Signature 		g. Date <i>8/4/05</i>
11. REMARKS					

Technical Enforcement Specialist I
(Senior Drinking Water/Pretreatment Coordinator, GS-14)

INTRODUCTION:

This position is located in the Water Enforcement (SEW) of the Office of Environmental Stewardship (OES). It is a non-supervisory program manager position which has coordination and oversight responsibilities for enforcement programs implemented by SEW. Work is evaluated on the basis of effectiveness and efficiency in accomplishing the office's goals and objectives.

MAJOR DUTIES:

1. Serves as the SEW enforcement contact for the Safe Drinking Water Act (SDWA) and the Pretreatment Programs. Responsible for administering and resolving complex policy, program, or project issues which require an unusual and up-to-date understanding of enforcement policy and its implementation to the SDWA, the related National Primary Drinking Water Regulations, and Pretreatment requirements of the Clean Water Act (CWA) with general understanding of overall requirements under the CWA. The incumbent provides technical oversight of other staff members involved in various aspects of both the SDWA and CWA. This oversight responsibility includes the establishment of workload priorities for relevant data support staff so that they meet the needs of both SEW state leads and the Office of Enforcement and Compliance Assistance (OECA).
2. Plays a key role in ensuring the technical adequacy and quality of Drinking Water and Pretreatment enforcement documents. Has input on decisions as to the appropriate enforcement actions that should be taken based on case specific facts and Agency policies and precedents. Works directly with staff during case development to ensure appropriate and necessary information is gathered to develop facts and evidence to support violation findings.
3. Confers with key officials within EPA including other State leads from the Office of Ecosystem Protection (OEP), Headquarters' program and enforcement policy leads, regional and Headquarters attorneys, OES non-regulatory technical assistance and regulatory contacts, and OES team leaders to determine cross-program requirements and to develop solutions to complex policy, program, or project issues which are multi-media in nature. Solutions are well thought out and holistic and would be acceptable to all parties and interest involved.
4. Serves as the office MOA lead for Drinking Water and Pretreatment to assist the SEW manager in negotiations with Headquarters. The incumbent also serves as the office interface with other media enforcement programs and SEW staff during the MOA process of the purpose of assuring appropriate office input and subsequent implementation of the MOA and office work plan.

5. Serves as the senior policy person for the SDWA and Pretreatment programs. The incumbent is responsible for national review, analysis, and coordination of proposed new or revised regulations and guidance documents. This requires the incumbent to apply an in depth and broad knowledge of multiple program practices, policies, and precedents and uses a high level of judgement in determining the practicality, appropriateness, and acceptability of program guidelines.
6. Assists the SEW manager in the development of an annual office work plan by providing input on SDW and Pretreatment priorities. The incumbent develops recommendation for priorities based on national polices, regional guidelines, and risk-based targeting. The incumbent also coordinates staff input, tracks staff progress, and quality controls staff outputs in order to achieve work plan goals and specific action items. On a periodical basis, the incumbent assesses the success of the work plan and provides the office manager with updates and recommendations for mid-year changes or enhancements when necessary.
7. Provides technical assistance to the regulated community on controversial precedent-setting situations. The incumbent is expected to evaluate divergent professional opinions affecting significant environmental policy or technology issues or both. The incumbent is also expected to define options for resolution, including the consequences of their adoptions. In seeking solutions lacking precedent, the incumbent is expected to be original and creative.
8. Conducts specific on complex scientific, engineering or policy problems for higher-level decision-makers such as Division Director, Office Director, or Assistant Administrator. Such studies involve working with a variety of EPA offices and outside interests on the identification and evaluation of legislative, regulatory, or significant policy or technology initiatives. The incumbent exercises considerable judgement in interpreting trends and providing analyses on controversial and nationally important environmental issues.
9. The incumbent has independent and final SEW concurrence authority on all SDWA and Pretreatment federal enforcement actions, consulting with the office manager only on matters of national program precedent. The incumbent independently plans and targets necessary inspections to support relevant programs while working with cross-cutting teams in order to met both SEW and OES work plan objectives.

Factor 1, Knowledge Required

Mastery of advance engineering principles and practices or environmental science, regulatory program knowledge, and enforcement policy relating to the Safe Drinking Water Act and the Clean Water Act. This enables the employee to provide expert knowledge and information to policy-makers, other agency officials, state and local officials, industry representatives, and other outside interests.

Knowledge skill and experience necessary to act as an expert witness in judicial proceedings on the technical and factual basis and appropriateness of agency enforcement actions.

Working knowledge of methods and techniques used to develop standards, regulations, and guidelines in order to articulate their reasonableness and acceptability when challenged in court. Ability to evaluate the limits of present and long-term technologies to determine feasibility in solutions fro non-compliance.

Factor 2, Supervisory Controls

The supervisor provides guidance solely in the form of general legislative, mission, or policy directions and resource constraints. The incumbent typically initiates new projects or activities independently and keeps the supervisor informed of programs in planning, coordinating, and implementing the work and resolving conflicts. Recommendations and decisions of the incumbent are accepted as technically sound even though final approval may depend on formal action by high-level management. The employee has the highest degree of independence in seeking optimum technical or policy solutions to problems in the light of current scientific or engineering developments. Completed work is broadly reviewed for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled.

Factor 3, Guidelines

Guidelines are basic legislation and/or broadly stated agency regulations and policy statements. At this level the incumbent is a recognized technical authority in the interpretation of such broad guidelines, and must exercise considerable judgment and ingenuity in interpreting and adapting guides that exist; in developing new and improved hypotheses, concepts, or approaches not previously tested or reported; and/or in developing new policies that have the potential to take the organization (and the affected public) in new directions. The ideas, methods, and procedures developed are on the cutting edge of technology and often serve as precedents for other scientists, engineers, or policy-makers within or outside of EPA.

Factor 4, complexity

Assignments include a broad range of duties involving substantial depth and breadth, numerous interrelationships, many complex features or variables, and often new theories or methodologies. They typically involve distilling national goals and priorities into regional applications by

interpreting and adapting agency-level directives. The incumbent must be versatile and innovative in adapting, modifying, or making compromises with standard guides and methods to originate new techniques or criteria.

Factor 5, Scope and Effect

The purpose of the work is to provide authoritative, analysis, and recommendations that identify and interpret scientific or engineering alternatives and options to complex questions of environmental policy or practice. The work makes a significant contribution to the planning and evaluation of policies and projects that are of regional or national interest, scope, and impact through the application of new technology and/or the synthesis of a range of approaches to technical or policy issues. The work thus affects the well-being of large numbers of people as well as the health of the environment.

Factor 6, Personal Contacts

Personal contacts include a wide range of professional and administrative personnel throughout EPA, at other federal agencies, in state and local governments, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

Factor 7, Purpose of Contacts

The purpose of the contacts is to present expert opinions and analyses on complex scientific and policy questions to policy-makers, and to participate in conferences, meetings, or presentations involving problems or issues that have regional or national sensitivity or consequence. Such active participation in high-level conferences, negotiations, and meetings involves subject matter on which there are invariably conflicting interests or opinions. The employee must persuade or influence other subject-matter experts and/or policy-makers to adopt recommended technical approaches and concepts amid substantial disagreement on the best course of action.

Factor 8, Physical Demands

The work is primarily sedentary in nature.

Factor 9, Work Environment

The work is normally performed in an office environment with some travel to perform inspections or to attend meetings, symposia, or conferences.